

**Job Title:** KidSpace Program Facilitator  
**Department:** Elementary Education  
**Reports To:** Assigned School Principal  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SA lane 01 step 13



## **SUMMARY**

The KidSpace Program Facilitator coordinates and supervises the KidSpace Program at various elementary schools. The Program Facilitator is responsible for assisting students with their homework, planning/teaching enrichment activities, ensuring safety of all students, serving after school snack, interacting with students and their families, and creating an enriching, fun, and safe environment. The Program Facilitator will work with the School Administrators to complete and submit grant reports, make calendars, gather supplies, and track student data. The Program Facilitator works independently, as well as with a team. The KidSpace Afterschool Programs are at various elementary sites in the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Oversees the KidSpace Afterschool Program at various elementary schools.

Coordinates and designs program activities and assists the School Administrators with grant requirements.

Completes and submits grant reports for the program.

Assists students with homework and enrichment activities. Tracks student data.

Supervises the serving of the after school snacks to students in the program.

Interacts with students and families.

Organizes calendar for program.

## **SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibility over the paraprofessionals assigned to the program.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Candidates must have a positive attitude and serve as a role model/mentor to program participants.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

A high school diploma or equivalent. Previous experience in a child care setting is preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

The afterschool program is Monday – Friday and hours per week may vary. The program is located at various elementary schools and the Facilitator will be required to travel to the different sites.

Prepared By: <b>Assistant Director, Human Resources</b>			Date: <b>08/21/2018</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>08/28/2018</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	